

IN THE COURT OF COMMON PLEAS OF LUCAS COUNTY, OHIO

RE: PROTECTION OF PERSONAL
AND PRIVATE INFORMATION
IN COURT RECORDS

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JOURNAL ENTRY

Pursuant to Rule 45 of the Rules of Superintendence for the Courts of Ohio, effective May 1, 2009, the following information is defined as personal and private and is to be omitted from all case documents submitted to the Court or filed with the Clerk of Court:

- a) Social Security numbers, except for the last four digits;
- b) Financial account numbers, including but not limited to debit card, charge card, and credit card numbers;
- c) Employer and employee identification numbers;
- d) Juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as "CV" for "child victim";
- e) any other information deemed personal and private by any federal or state statute, regulation, executive order, or court ruling.

It is the responsibility of the filing party and counsel to remove personal and private information from a document filed with the Clerk of Courts office. The responsibility of the filing party and counsel to remove personal and private information extends to and includes exhibits or addenda attached to filings, such as preliminary and final judicial reports which itemize state tax liens that use social security numbers as case numbers, or medical records.

The Clerk of Courts and deputy clerks shall have no responsibility for the removal of any personal and private information filed in a public document in the Lucas County Clerk of Courts office.

Personal and private information must be submitted on a separate form which will be deemed by the Court as a non-public record. The Clerk of Courts will provide a standard form for use by all parties. The information will be kept in a separate envelope within the case file marked as follows:

The enclosed personal and private information has been deemed by the court as non-public. It is for the use of the court, attorneys of record listed in the case, and the clerk of courts office only. Any other person must have a court order to view the contents of this envelope.

PROTECTION OF PERSONAL AND PRIVATE INFORMATION IN COURT RECORDS

Journal entries that necessarily includes personal and private information must be submitted to the Clerk of Courts office as follows: a copy that includes the personal and private information for placement in the non-public envelope and a copy with the personal and private information redacted for placement in the public file. The copy not containing the personal and private information (for the public file) will have the notation "personal and private information redacted" at all places in the document where such information was removed. The court will sign both journal entries.

The Clerk of Courts will not remove any personal and private information from a file stamped document, including records or transcripts transmitted to this court from another court, without a court order to do so. The Clerk of Courts may refuse to accept for filing any document that contains personal and private information that has not been redacted or submitted in accordance with this order.

Any personal and private information in documents filed prior to May 1, 2009 is considered public. Any personal and private information in records or transcripts transmitted to this court from another court is considered public. A party or an attorney in a case, or any other person whose personal and private information is contained in a public record of this court may petition the court for the removal of personal and private information, and if the request is granted, the personal and private information will be removed from the file-stamped document and placed in a separate envelope and deemed a non-public record. A redacted copy of the document will be placed in the public case file.

All public documents filed with the Clerk of Courts office will be imaged and may be placed on the Clerk of Courts website for viewing.